



GPC NEWSLETTER

November 2003



This informational newsletter is prepared and distributed by the 61st Contracting Squadron (61 CONS) for the use and enlightenment of all GPC cardholders and billing officials at organizations serviced by Los Angeles Air Force Base, CA. This information is intended to broaden and refresh knowledge of the GPC program and its guidance. You are encouraged to maintain these briefs as part of your permanent file. This month's topics include funding your GPC account, web-base training password change, cell phone service, GPC surveillance requirements, billing official responsibilities, and other pertinent subjects.

Please take time to visit the GPC website! You can obtain vital program information, sample document formats and links to other GPC websites. It is available at:

<http://www.losangeles.af.mil/SMC/PK/PKHOME/PKO/gpc/index.html> Your suggestions for improvements are encouraged.

WEB-BASED TRAINING PASSWORD CHANGE

The password for C.A.R.E. Web-based training will be changing on Friday, 05 December 2003 to "wisdom" and affects all users. The Web-based training ID is not affected by this change and remains "usbank". Until Friday, 05 December 2003, please continue to use the existing password "insight" for access to the C.A.R.E. Web-based training site at <https://wbt.care.usbank.com> or by selecting the E-Services tab located on the main page of C.A.R.E.

FUNDING YOUR GPC ACCOUNT

Now that fiscal year (FY) 2003 has concluded and FY 2004 has begun, organizations are beginning to receive current year funding. Before you begin making purchases on your account, please ensure you have a funded, approved and certified AF Form 4009. Organizations CANNOT and SHOULD NOT use their cards until they obtain a certified AF Form 4009. Use of the card without having met this requirement is a violation of AFI 64-117, paragraph 3.2.3., and will result in Unit Commander notification and may result in suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action.

Each billing official is required to forward a copy of your funded, approved and certified AF Form 4009 to 61

CONS/LGCP prior to using the card. If possible, please submit this copy in a PDF format. If that is not possible, please send us a copy legible enough to facilitate scanning. The fax number is 363-2463.

Accounts showing activity without providing a copy of the funded, approved and certified AF Form 4009 to this office will be suspended until the requirement is met. Questions should be addressed to Ms. Kelly Britton at 3-5930, Ms. Jennifer Agcaoili at 3-0623 or Mr. Dalice Va at 3-0285.

GPC SURVEILLANCE REQUIREMENTS

Billing Officials shall perform surveillance reviews of 100% of their cardholder accounts at least every 12 months. Convenience check accounts shall be reviewed every quarter. Newly appointed cardholders should be actively reviewed during the first three months to ensure they are effectively performing their duties and following procedures. Results of surveillance reviews, including corrective/disciplinary action taken shall be documented and retained on file. Anyone that needs a copy of the checklist may contact the GPC team and we will forward copies to you. Please submit a copy of your surveillance report upon completion.

USE OF LOCAL SMALL BUSINESSES

In addition to the requirement to use the statutorily mandated sources in FAR Part 8 (UNICOR, JWOD, etc.), guidance has been added mandating the equitable distribution of GPC micro-purchases should be distributed equitably among qualified suppliers, in accordance with FAR 13.202(a)(1), with special consideration paid to supporting local, small, and small disadvantaged businesses.

Bottom Line: If you have navigated your way through the maze of mandatory sources and still can't find what you're looking for, PRIOR to contacting a large business-entity, locate a local, small or small disadvantaged business. It is those type firms that are the backbone of the economy.

QUARTERLY SPENDING LIMITS

Under the latest guidance, the Financial Services Office (FSO) is required to set the quarterly spending limits for each approving official account at the same dollar value as the AF Form 4009. This is designed to serve as a safeguard to hopefully prevent the overspending of funds attached to the account, an offense that will result in unit

commander notification and suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action. **In the event your card is declined, first contact the bank to ascertain the exact reason. Then, call one of us and we will get the problem resolved. Whenever you encounter this problem, your FIRST step should be to contact the bank.** If your problem is a result of exceeding your quarterly limit, contact SMC/FMF (SSgt Buckner, 3-6120) for assistance.

NON-EXPENDABLE EQUIPMENT

Non-expendable (Budget Code 9) equipment items valued over the micropurchase threshold (\$2500) that are purchased on existing contracts with the purchase card must have accountability records established through Base Supply. Equipment custodians must contact Base Supply Equipment Management Element immediately upon receipt of the asset. For items under \$2500, no formal Base Supply accountability is required (except items that are classified or sensitive). Accountability for items equal to or less than the micropurchase threshold is the responsibility of unit commanders. Unit Commanders must establish a locally devised program that provides visibility and audit trail capability. This may include use of hand receipts and spreadsheets.

CELL PHONE SERVICE

If your annual requirement is under \$2,500, continue as you have in the past. Do not pay for services in advance (pay no more frequently than monthly) and do not sign up to any agreement that would impose a penalty for early termination. If your annual requirement is above \$2,500 and less than \$25K, you may obtain your services using the GPC card only if granted, in writing by 61 CONS/CC, procurement authority above \$2,500 AND the services you are buying are on a prepriced contracting instrument (in this case a GSA contract or BPA). If your annual requirement is in excess of \$25,000, you must continue to submit your requirement to 61 CONS/LGCC for procurement.

MISSION ACCOMPLISHMENT AWARDS

Air Force activities may use appropriated funds to purchase special trophies and awards authorized by those AFI 36-XXXX series instructions that pertain to mission accomplishment, or a MAJCOM/Base/FOA/DRU supplement thereto. This includes trophies, plaques, emblems, certificates, organizational coins, and similar items that are designed **for display purposes**. For organizational coins, **do not personalize them** by stamping the presenter's name on the coin; additionally the presenter's name is not to be added after the coin is cast. The coins are to be presented as cast from the die without further embellishment, i.e. presenter's name engraved.

They are organizational coins, not personalized mementos. You may **only** use the organization's name. The prohibition against personalizing stationary in AFI 37-162 is applicable to organizational coins for the same reasons – it creates frozen stock (waste) when personnel change and requires an additional expenditure to change the die from which these items are cast. Merchandise items such as jackets or belt buckles with a nominal cost, as determined by local Command authorities, and which display the activity logo, insignia or other inscription that clearly identifies its purpose meet Comptroller General criteria for mission accomplishment awards. Air Force activities may use such items for mission accomplishment awards to the extent authorized by agency directives or instructions. The authority for merchandise-type items for mission accomplishment awards for civilians is 5 U.S.C. 4501-4507 (see Comptroller General Decision B-243025) and for military, 10 U.S.C. 1125 (see Comptroller General Decision B-247687).

BOTTOM LINE: There is **no authority** that allows the use of appropriated funds to procure mementos (i.e., coins or medallions) for Air Force individuals, military or civilian personnel or units **if the reason for the presentation is not specifically addressed as a mission accomplishment award published in the Command or Base supplements to AFI 36-XXXX.**

ENVIRONMENTAL PROTECTION AGENCY (EPA) GUIDELINE ITEMS

The Resource Conservation and Recovery Act (RCRA) and Solid Waste Disposal Act require agencies to use recovered materials for EPA-designated items to the maximum extent practicable without jeopardizing the intended use of the item.

A list of EPA Guideline Items can be requested from the Environmental Management section at the Base Civil Engineer Office (61 ABG/CEV). Items include paper and paper products, vehicular products, construction and transportation products, park and recreation products, landscaping products, and non-paper office products.

Acquisition of EPA-designated items that do not meet the EPA minimum recovered material standards **must** be approved by the cardholder's two-letter commander or equivalent. Compliance with the Affirmative Procurement Executive Order 13101 is required at all dollar levels. A written determination based upon one of the following reasons must be maintained by the cardholder organization for any orders above \$2,500.

- 1) Items containing EPA-recommended recovered content standards are not available within a reasonable period of time.

- 2) Items are only available at an unreasonable price. Include sufficient information to support price decision.
- 3) Items are not available from a sufficient number of sources to maintain a satisfactory level of competition. Include list of sources queried.
- 4) Items based upon technical verification fail to meet performance standards or specifications.

When conditions apply for repetitive purchases of the same item, an annual blanket determination, approved by 61 CONS, may be approved and maintained by the cardholder's organization.

ENTERTAINMENT

Use of the GPC to provide food, drink, or entertainment for military members, civilian employees, or any other persons is prohibited, except in those cases specifically authorized by law. The AFI 64-117 para 2.4.10 defines entertainment as "food, drink, live and recorded music, theatrical performances, and any other item or activity designed to entertain." Authorized and unauthorized "entertainment" situations payable from appropriated funds are listed in AFI 65-601, Vol. 1. Prohibitions include items used to prepare, serve, or present entertainment (such as food or drink serving materials and equipment, loudspeakers, video recorders, etc.).

BILLING OFFICIAL RESPONSIBILITIES

AFI 64-117, Air Force Government-wide Purchase Card Program, 6 Dec 2002, outlines several actions for which the billing official (BO) is responsible for. The most important of these is the monthly reconciliation of each of their cardholder's statements. Each month the billing official reconciles accounts to:

1. Review, approve, and certify each cardholder's electronic statement of accounts not later than the beginning of the next billing cycle.
2. Verify that all transactions were appropriate, given the duties of the cardholder and mission of the unit, and those purchases were made in accordance with AFI 64-117 and AFI 65-601 Vol. 1.
3. Conduct reviews of 100% of all cardholder files at least every 12 months and convenience checking accounts at least ever quarter. Newly appointed cardholder accounts must be reviewed during the first three months. This surveillance is required to ensure documentation and reconciliation is being performed properly.

4. Maintain all original supporting documentation (receipts, approvals, etc.) for accounts when the cardholder or check writer has transferred, been reassigned, or retired and the account(s) is closed.
5. Next, the BO must verify, at least semi-annually, that cardholders are in possession of their purchase cards.

It is imperative that BO accounts are kept current because the program is periodically purged of accounts belonging to personnel known to have departed the base. If a BO account is terminated for any reason, any cardholder account there under will have its spending level decreased to \$0.00.

Lastly, prior to his/her departure, the cardholder must surrender the GPC to the BO who will complete a destruction notice (or write a letter) and forward it to the IPCPM. (4.3.5.8.)

Bottom Line: The BO is an integral element of the GPC program and must perform several critical tasks to insure the program operates efficiently. He/She must keep the IPCPM apprised of all changes in his/her cardholder accounts. Early identification of program participant departures and their replacements will prevent lapses in the organization's ability to procure its supplies and services. Failure to do so could render cardholder accounts useless!!

CARDHOLDER RESPONSIBILITIES

This requirement is not new, but is being re-emphasized!!

Each cardholder must ensure purchase limits assigned to the card account **are not exceeded**. The total amount of a single purchase may be comprised of multiple items, but it **may not exceed the authorized single purchase limit**. Under the new procedures outlined, purchases will be denied if the authorized single purchase limit, monthly spending limit, or quarterly spending limit are exceeded. As a reminder, payment for purchases shall not be split in order to stay within the single purchase limit. Urgency or expenditure of end-of-year funds does not relieve the cardholder or approving official from compliance with the requirements of the AFI or other fiscal guidance. There are no circumstances that would allow you to circumvent the guidance issued on this subject. Any purchase of supplies, equipment or services that would exceed the single purchase limit **must** be forwarded through the proper channels to the 61st CONS for procurement.

ADDITIONAL GUIDANCE TOOL

AFI 65-601 V1

- Appliances and Furnishings for Work Break Areas (Para.4.40)
- Approving Honoraria and Speaking Fees (Para.4.9)

- Awards and Gifts (Para.4.29)
- Bottled Drinking Water (Para.4.45)
- Business Cards (Para.4.36.1.1. and AFI 64-117, Para.2.2.14)
- Change of Command Ceremonies (Para.4.27.2)
- Entertainment (food, drink, music, etc) (Para.4.28)
- Ethnic and Holiday Observances (Para.4.26)
- Graduations (Para.4.27.3)
- Issue of Enlisted Grade Insignia (Para.10.55.4 & 10.55.5)
- Membership in Professional / Civic Organizations (Para.4.44 and 4.44.1)
- Microwaves/Refrigerators (Para.4.40)
- Plaques (Para.4.29.2)
- Print for Invitations/Programs for Military/Civilian Retirement (Para.4.54.3 & OSD (DA&M) 28 Aug 98 policy Memorandum)
- Refreshments at Award Ceremonies (Para.4.31)
- Registration Fees for Meetings and Conferences (Para.4.42)
- Special Uniforms (i.e., desert BDUs, Flight Suits) (Para.10.55.7 & AFMAN 23-110 V2, Sec 23C)
- Squadron Coins (Para.4.29.2)
- Traditional Ceremonies (does not include retirement) (Para.4.27)
- US Flag for Military Retirees (Para.4.54)

AFI 64-117

- Training Req for DD Fm 1556 (Para. 2.11.2 and AFI 36-401)

PURCHASE CARD TRAINING INITIAL / REFRESHER

GPC Initial Training is REQUIRED for those Billing Officials, Alternate Billing Officials, Cardholders, and Convenience Check Writers who have not previously completed formal training in small purchases/contracts. Prior to attending the GPC Initial Training class, each person MUST complete the DoD Government Purchase Card Tutorial at http://clc.dau.mil/kc/no_login/portal.asp. Attendees MUST bring a copy of their Certificate of Completion (online training certificate) to the class. If they do not have the Certificate of Completion, they will not be allowed to attend the GPC classroom training. Please contact the GPC Team for instructions to access the online training module.

Annual GPC Refresher Training (3 hours) is MANDATORY for all program participants, billing officials (alternates included) and cardholders. Failure to attend this training within **30** days of your due date will result in temporary suspension until this requirement is satisfied. If the billing official account is suspended, all cards managed there under will be rendered useless.

The next GPC Initial training session is scheduled for 03 Dec 03 from 0800 to 1200 in Bldg 219, Room 1080

The next GPC Refresher training session is scheduled for 10 Dec 03 from 0900 to 1200 in Bldg. 219, Room 1080

Attendance is on a first-come, first-served basis. For further information, contact Kelly Britton (3-5930) or Jennifer Agcaoili (3-0623).

Bottom Line: You must attend refresher training within 12 months of your last training session... whenever that was!! Attending either the Initial or Refresher training will satisfy the annual refresher training requirement.

The upcoming training schedule is included for your convenience and planning.

Initial	Refresher
Bldg. 219, Room 1080	Bldg. 219, Room 1080
0800-1200	0900-1200
03 Dec 03	10 Dec 03
07 Jan 04	14 Jan 04
04 Feb 04	11 Feb 04 (1440 C&D)
03 Mar 04	10 Mar 04
07 Apr 04	14 Apr 04
05 May 04	12 May 04
02 Jun 04	09 Jun 04

NOTES

As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at smcpk.impac@losangeles.af.mil. Take good care of yourselves!!

Dalice